

4464-25  
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE  |  | FOR RECORDS MANAGEMENT USE   |                               |
|---|--|--|-------------------------------|
| Application Date  | 1. Agency Address<br>Department of Medical Assistance<br>1010 West Peachtree Street, N. W.<br>Atlanta, Georgia 30367 | Application Number<br>80-402   |                               |
| Application Number  |  | Date Received<br>DEC 12 1980   | Date Completed<br>DEC 19 1980 |
| 2. Person to Contact<br>Mary Ruth White, Supervisor, Benefits Accounting  |  | Working Title  | Telephone Number<br>894-4693  |
| 3. Action Requested<br>a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.<br>b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.<br>c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void |  |  |                               |
| 4. Dates of Series<br>Earliest      Latest<br>07-01-77      Present   |  | 5. Records Series Title (followed by title used in office; if different)<br>Benefits Payments Cancelled Check File |                               |
| 6. Division and Office Function<br>What is the function of the Division and the Office in which this record series is created?<br><br>The Accounting Office is responsible for monitoring and verifying all agency expenditures, including payroll, accounts payable, and benefits payments.  |  |  |                               |
| 7. Record Series Description<br>This file contains the following documents (include form numbers and titles, if any):<br>Attach samples of the file.<br><br>Documents relating to: Maintaining records of benefits payments made to Medicaid Providers.<br><br>Included are: Original Cancelled Check DMA-46<br><br><br><br>File is arranged: Numerically by check number                                     |  |  |                               |
| 8. Monthly Reference Rate<br>How often are records referred to which are:<br>One to six months old <u>30</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ?  |  |  |                               |
| 9. Annual Rate of Accumulation of Records<br>Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>60 IBM Card File Drawer</u>   |  |  |                               |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column)  |
|-----|----|--|
| X   |    | a. Is this the official copy of the series?<br>If not, where is it?  |
| X   |    | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.                                     |
|     | X  | c. Is this a vital record?   |
|     | X  | d. Does this series have historical or long term research value?   |
|     | X  | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
|     | X  | f. Is the information contained in this series ever published? If yes, attach copy.  |
|     | X  | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.                            |
|     | X  | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?  |
|     | X  | i. Is this series (or a major portion of it) regularly microfilmed?  |
|     | X  | j. Does the record series result in a computer printout?   |

#### 11. Retention Requirements

The following requires the series to be kept:

|                          |                  |                                   |                      |
|--------------------------|------------------|-----------------------------------|----------------------|
| a. State Law             | <u>3</u> years.  | d. Audit period                   | <u>3</u> years.      |
| b. Statute of limitation | <u>--</u> years. | e. Administrative need            | <u>7</u> years.      |
| c. Federal law           | <u>3</u> years.  | f. Federal retention instructions | <u>      </u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Based on previous experience cancelled benefits payments checks need to be retained 7 (seven) years to enable the Department to verify that payments were made to providers in cases involving fraud and abuse of the Medicaid Program.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other        then,

- ☒ Hold in the current files area        month(s) 1 year(s); then
- ☐ Transfer to local holding area, hold        year(s); then
- ☒ Transfer to State Records Center; hold 6 year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature)   | Date     | Records Management Officer (Signature) | Date                           |
|--|----------|--|--------------------------------|
| <i>Jap M. Carr</i>   | 12/12/80 | <i>Paul V. Murphy</i>                  | 12/12/80                       |
| 80-462   |          | State Records Committee (Signature)    |                                |
| Recommendations in paragraph 12 are approved.<br>(If disapproved, attach letter of explanation.) |          | State Auditor/Designee                 | <i>[Signature]</i> 12-12-90    |
|  |          | Secretary of State/Designee            | <i>Carolyn Hart</i> 12-15-1980 |
|  |          | Attorney General/Designee              | <i>W. D. Hill</i> 12-17-80     |